RI Comprehensive Assessment System (RICAS)
Test Coordinator Training

Spring 2022 Administration

RIDE Rhode Island Department of Education

Welcome

- Training Purpose
  - Outline key concepts and tasks for preparation and administration of RICAS.
  - Familiarize participants with processes in PearsonAccessNext (PAN).
- Training Objectives for Participants
  - To understand the state policies and procedures particular to RICAS and how to use them to guide local policies and administration.
  - To increase understanding of RICAS and administration responsibilities through opportunities to ask questions about any aspect of RICAS.
  - To gain experience in PAN with completing common tasks for administration.
  - To develop a training plan for students to help them become familiar with the RICAS test and the online testing platform.

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RIDE Assessment Team

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Housekeeping and Norms

- Webinar recording and slide deck will be posted to www.ride.ri.gov/assessment-training soon after the training.
- Questions will be answered after each section
  - Questions should be shared as they arise through the "Questions" feature.
  - We will pause after each section to review and answer them.
- PDFs of materials are available in the "Handouts" section, are posted on the RIDE website where indicated throughout this session.
- We will have a short break midway through the training during one of the activities

Agenda

1. **RICAS Assessment Overview**
   - General Information about RICAS
   - Test Design
   - RICAS Reporting
   - Sites to Bookmark
   - Changes for Spring 2022 Administration

2. **Before Testing: How to Prepare for RICAS Assessments**
   - Scheduling and Test Environments
   - Personnel: Roles, Responsibilities, and Training
   - PearsonAccessNext Overview
   - Student Participation, Registration, and the PNP Process
   - Preparing Technology
   - Test Security
   - Students and Families

3. **During Testing: How to Administer RICAS Assessments**
   - Test Security and Testing Irregularities
   - Managing PAN Sessions
   - Monitoring Testing through PAN
   - Support During Testing

4. **After Testing: How to Close Out RICAS Assessments**
   - PAN Tasks
   - Materials Handling
   - Close-Out

5. **Questions**

RICAS Assessment Overview

RICAS and the Rhode Island State Assessment Program

This table displays all tests by grade level and content area that are included in the Rhode Island State Assessment Program (RISAP).

	ACCESS 2.0 for ELs *English language proficiency*	Alternate Assessments			NAEP	NGSA *Science*	RICAS *ELA and math*	PSAT™10 *reading and math*	SAT® School Day *Reading, writing, and math*
		Alternate ACCESS for ELs *English language proficiency*	DLM *ELA and math*	DLM *science*					
Kindergarten	K								
1	1	1							
2	2	2							
3	3	3	3				3		
4	4	4	4		4		4		
5	5	5	5	5		5	5		
6	6	6	6				6		
7	7	7	7				7		
8	8	8	8	8	8	8	8		
9	9	9							
10	10	10						10	
11	11	11	11	11		11			11
12	12	12							

Rhode Island Comprehensive Assessment System (RICAS)

- What?
  - Assesses students' understanding of the concepts, skills, and content in the Rhode Island Core Standards for English Language Arts (ELA) and Mathematics for their grade level
  - Same assessment as MCAS (RIDE contracted with the Massachusetts Department of Elementary and Secondary Education)
- Why?
  - Provides a valid and reliable mechanism to measure student learning in ELA and math
  - Schools and districts can analyze results to inform local curricular and instructional choices regarding areas of strength and areas for growth
  - Students and families review student achievement in relation to academic standards through the individual score reports (ISRs) which can inform discussions with teachers and instructional planning to better support student learning
  - Fulfills federal requirements for high-quality statewide assessment of ELA and mathematics in grades 3-8
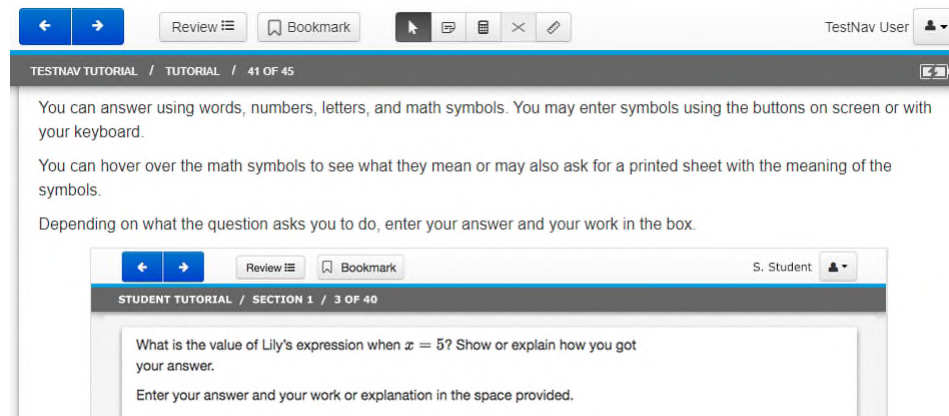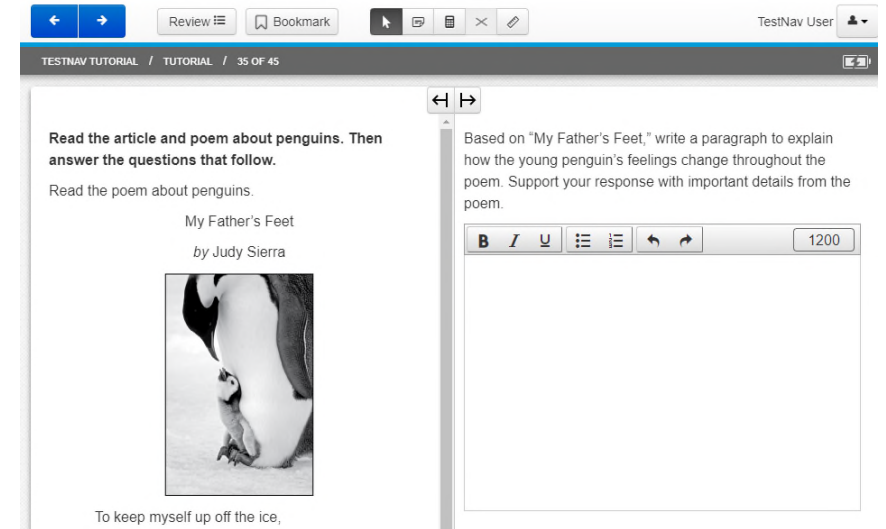
Rhode Island Comprehensive Assessment System (RICAS)

- When?
  - Administered annually each spring in two overlapping testing windows (ELA, mathematics)
  - Prior administrations*: 2017-18, 2018-19, and 2020-21 *(*2019-20 was canceled due to the pandemic)*
- How?
  - Computer/device-based testing through a secure application
  - Paper-based format available for students whose IEP documents that accommodation

RICAS Test Design: ELA

Student Experience

- Read passage sets
- Respond to questions measuring reading and language standards
- Write in response to reading (literary and informational texts)
- Constructed responses embedded within passage sets (1, 2, or 3 passages)

| Item Types	
Multiple Choice	Students select one correct answer from several answer options
Multiple Choice – Two Part	Two-part questions where students select one correct answer for each part of the question
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop
Short Response	Students construct a short written response
Text-Based Essays	Students write an essay in response to text(s) they have read

Resources

- RICAS Resource Center: Practice Tests - ricas.pearsonsupport.com/student/
- RICAS Resource Center: Released Items and Student Work - ricas.pearsonsupport.com/released-items/
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

RICAS Test Design: Mathematics

Student Experience

- Selected response items and interactive items
- Demonstrate understanding of math concepts
- Apply math skills and use math tools (e.g., calculator, equation editor, gridded response)

Item Types	
Multiple Choice	Students select one correct answer from several answer options
Multiple Select	Students select more than one correct answer from among several answer options
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop or hot spots
Short Answer / Fill-in-the-Blank	Students construct a short written response, typically only a word or number
Constructed Response	Students write a response to a multi-part item that includes calculations and explanations to a problem or set of problems.

Resources

- RICAS Resource Center: Practice Tests - ricas.pearsonsupport.com/student/
- RICAS Resource Center: Released Items and Student Work - ricas.pearsonsupport.com/released-items/
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

RICAS Reporting

Type	When	Description	Source
Early Reporting	Summer	• Raw student-level data • Proficiency levels *cannot* be calculated • No scale scores or growth	PearsonAccessNext (PAN)
Released Items / Released Student Work	Late Summer / Early Fall	• Released items (CBT/PBT), item information, rubrics, sample student responses • Student responses to the released items	• Released items: RICAS Digital Item Library • Student work: PAN
Students' Individual Score Reports (ISRs)	Fall	• Scale scores, proficiency levels, growth (as applicable) by content area • Item-level/reporting category performance • Link to video version of ISR	• Paper copies (2/student) mailed to districts • PDFs: PAN • Send copy to outplacements
Confidential Release	Fall	• District and school administrator access to student-level and aggregate data • Item-level data at student/aggregate	RIDE Portal's Student Data Portal app
Public Release	Fall	• Public access to aggregate performance level data and aggregate item-level data	RI Public Assessment Data Portal

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Quick Review of RICAS Data: RI ADP

- Dynamic tool to review assessment results
  - RI Assessment Data Portal (public): www.ride.ri.gov/riadp
  - Student Data Portal (confidential, educators only): https://portal.ride.ri.gov
- Suggested RIADP Activity for RICAS:
  - Find your district/school
  - Compare 2018-19 and 2020-21
  - Review all students / all grades, as well as various student groups and grade levels
  - Questions for consideration:
    - What stands out?
    - What might you want to analyze further?
    - What is surprising?
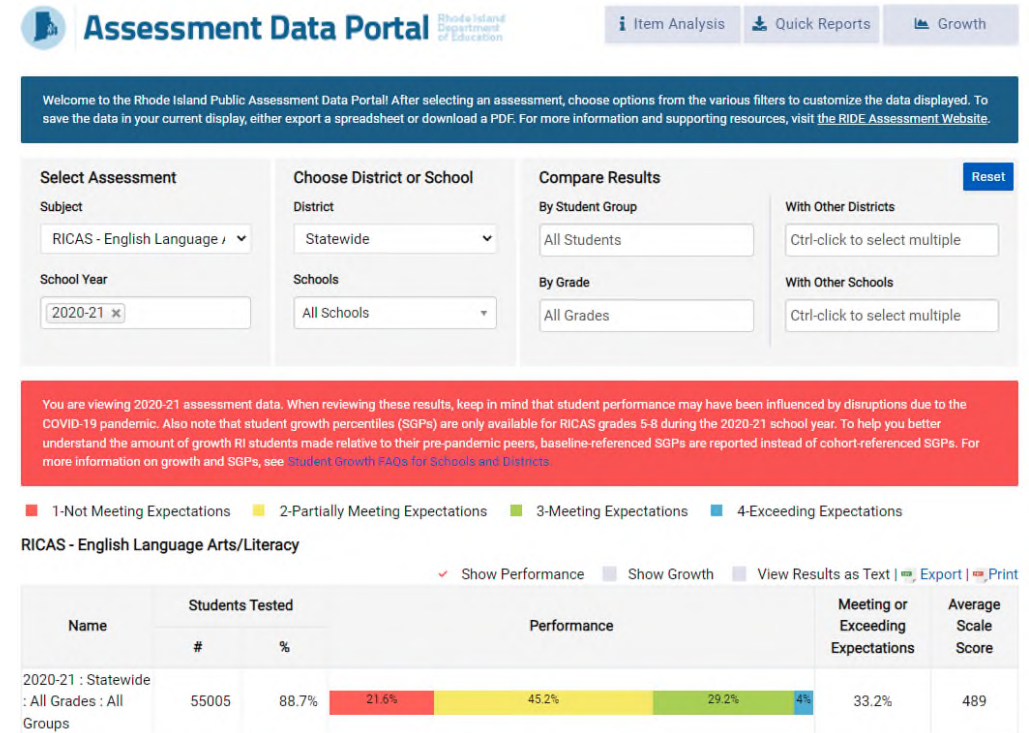
Quick Review of RICAS Data: Item Analysis

- Item Analysis Tool
  - Review item-level performance.
  - RICAS only, by grade level and school year for each content area – by district ("all schools") or school.
  - SDP version of tool allows drill-down to student-level data.
  - Download the tables in Excel.

- Suggested Item Analysis Activity:
  - Select your district and school(s) for a particular grade level (or graph with statewide by selecting district and school from 'compare results').
  - Review the graph below.
  - Click the blue number in the chart to access the Item Level Report for a group.
  - Questions for consideration:
    - How might you use this data in conjunction with local assessment results?
    - How might reviewing this and student work for released items inform curricular and/or instructional decisions?

Activity: Quick Share-Out
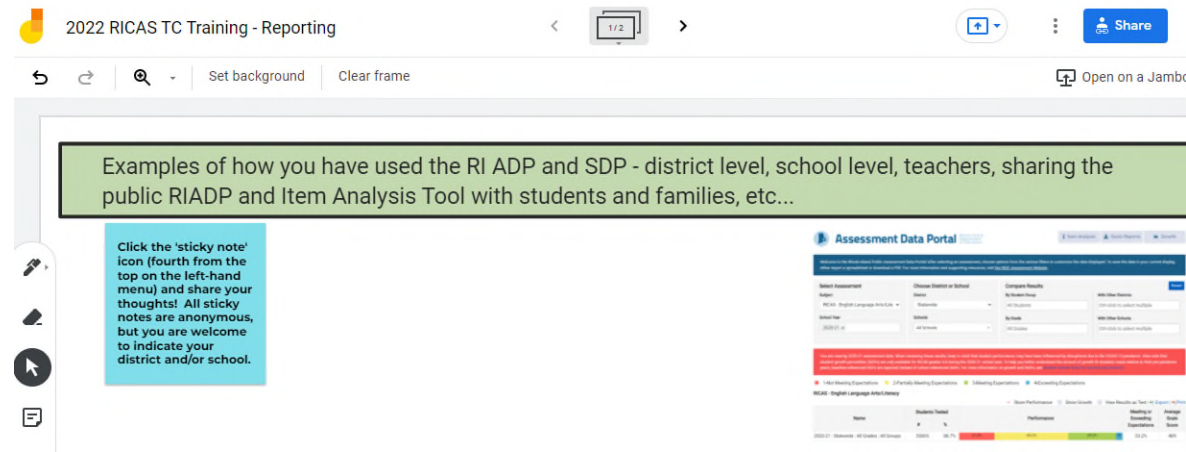
- Share out via Jamboard examples of how you have used these tools and any benefit or feedback on them: www.ride.ri.gov/TCTrainingRICASReporting.
- Questions to consider:
  - Have you used the public RI Assessment Data Portal, the confidential Student Data Portal, or the Item Analysis Tool?
  - Have your teachers used the RIADP, the SDP, or the Item Analysis Tool?
  - Have you shared the public RIADP and Item Analysis Tool with families?
  - How can RIDE support use and understanding of the RIADP and SDP in your district/school?

Sites to Bookmark

RICAS – RIDE Website	PearsonAccess^{Next} Sites	RICAS Resource Center
www.ride.ri.gov/ricas	https://ri.pearsonaccessnext.com	http://ricas.pearsonsupport.com
Links to pages: • Test coordinator information • Manuals and materials by role (test coordinator, test administrator) • Accommodations • Test design	• Operational ("blue") site: manage test administration during testing • Training ("brown") site: conduct infrastructure trial prior to testing • Set and update student test format (PBT or CBT) • Manage student accommodations and accessibility features • Monitor test sessions and status	• Training modules for TCs/TAs • Practice tests and TestNav tutorial • Released items and student work • PearsonAccess^{Next} user guides • Technology support and guides • RICAS Service Center information

Changes for Spring 2022 RICAS Administration

- PearsonAccessNext redesign and functionality updates:
  - New home page navigation menu and customization.
  - New testing status dashboard.
  - Do Not Report ("Void") functionality limited to State use only.
  - PAN Training ("Brown") site will have the same nightly feed as the Operational ("Blue" site).

- Test Coordinator Manual reorganization:
  - Organized chronologically by tasks.
  - Each section has a quick-reference checklist.
  - PBT Testing Appendix reorganized.

- Updated resources:
  - TAMs to be posted to Assessment Manuals page no later than next week.
  - Training modules currently being refreshed on the RICAS Resource Center site.
  - Materials lists by grade level and content area to be posted on RIDE's Assessment Manuals page.

- Concurrent Testing Requirement
  - The concurrent testing requirement was waived for 2021 due to required health and safety measures for schools (including room capacity) and distance learning scheduling during that time of the pandemic.
  - As in past years, for spring 2022 schools should again test all students in a grade in the same session at the same time (excluding make-ups). If you are concerned about your school's capacity, please reach out to RIDE to discuss your options.

Before Testing:

How to Prepare for RICAS Assessments

Testing Windows and Session Length

- Districts / schools schedule within these state testing windows

ELA State Testing Window	Mathematics State Testing Window
March 28 – April 29, 2022	April 25 – May 27, 2022

- Session information
  - All tests are **untimed**. The session times listed in the table below are *recommended*.
  - Students may continue testing beyond the scheduled testing session (extended time) if they are working productively
  - Schools may plan for one short, supervised break per session (3-5 minutes) to be given at each test administrator's discretion

Grade/Content Area	Session 1	Session 2
3-8 ELA	120-150 minutes	90-120 minutes*
3-8 Mathematics	90 minutes	90 minutes

* ELA Session 2 was shortened in 2021 to have one less essay and the recommended time adjusted accordingly
** Please note – in the RICAS TCM on page v (Changes for 2022), there is a typo: it should read Part II Section C, not Part III Section C.

Session Scheduling

2021-2022 RICAS Schedule		
TASK DESCRIPTION	START DATE	END DATE
ELA Testing Window ○ There are no extra dates for make-ups ○ ELA make-up tests must be administered within this testing window	March 28, 2022	April 29, 2022
Math Testing Window ○ There are no extra dates for make-ups ○ Math make-up tests must be administered within this testing window	April 25, 2022	May 27, 2022

- **Schedule sessions as early in the state testing window as possible**
  - Sufficient time for make-ups, especially if a student must quarantine
  - Student mobility between schools/districts during a testing window

- **Plan opportunities for students to interact with the practice test** before the testing window opens – especially students using accommodations or accessibility features
  - Test administrators lead a practice test activity in their classrooms
  - Schools conduct an infrastructure trial for one or more grades

- **Complete the PNP (Personal Needs Profile) process as early as possible** for all students – not just PBT
  - Helps plan out testing space required for certain accommodations (e.g., speech to text and 1:1 administration, small group)
  - Last-minute additions or changes (e.g., new students, IEP updates) are easier to manage

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Test Environments

(see RICAS TCM and RISAP Test Coordinator Handbook)

- Plan for testing locations that are quiet and will not have interruptions by unauthorized personnel so that students can work productively.

- If testing in ELA, math, or elementary classrooms, ensure that all materials related to the content being tested that day are covered or removed from walls, shelves, etc., per test security requirements.

- Consider room set-up options that prevent students from seeing others' screens (test materials) and allow sufficient space for test administrators and proctors to move around the testing location as they actively monitor test administration.

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Personnel: Roles, Responsibilities, and Training

Roles and Responsibilities

(see RICAS TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
District Test Coordinator	• Coordinates, manages, and plans district-wide implementation of RICAS. • Completes required RIDE training and training modules. • Contact person to reach out to RIDE about testing irregularities. • Responsible for receiving and distributing individual student reports.
School Test Coordinator	• Coordinates, manages, and plans school-level implementation of RICAS. • Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration. • Completes required RIDE training and training modules. • Trains test administrators, proctors, and other personnel involved in testing on test security and proper RICAS administration.
Technology Coordinator	• Coordinates and manages technology set-up, use, and close-out for RICAS administration • Provides technical assistance during testing for technology-related situations that arise • Must be trained in test security protocols and policies

All personnel involved with testing must be employees of the district or school and be trained in test security.
Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).
Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.

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Roles and Responsibilities

(see RICAS TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
Test Administrator	• Follows proper test security and administration protocols to administer test to students, including reading scripts, administering accommodations (e.g., human reader), actively monitoring test environments, and keeping track of all testing materials distributed and used during testing. • Must be trained in test administration and test security policies and protocols.
Proctor	• Assists test administrator in actively monitoring test environment and ensuring test security during a testing session. Cannot be left alone with students while testing. • Does not read scripts, administer test, or collect secure test materials; may answer students' questions about platform functionality or test directions. • Must be trained in test administration and test security policies and protocols.
Other personnel involved in testing	• Hall monitors and otherwise • Must be trained in test security policies and protocols • Cannot administer test and should not enter testing locations while testing occurs

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).

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Training and Preparation Requirements

(see www.ride.ri.gov/Assessment-Training and the RICAS TCM for details)

- Training Requirements
  - All personnel involved with testing must be trained in test security.
  - Test coordinators must participate in RIDE's test coordinator trainings, and complete recommended training modules.
  - Test administrators must be trained by school test coordinators and complete recommended training modules.
  - Test administrators who will be administering accommodations must be trained in, review, and follow the proper preparation and administration protocols for those accommodations.

- Affirmation of Test Security
  - All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.
  - This statement may be included on the training sign-in sheet (example in Appendix A of TCM).

- Receipt of Manual (or Test Security Section if not Test Administrator)
  - All test administrators must receive the TAM(s) for the test(s) they will administer (CBT and/or PBT). Proctors should also receive the appropriate TAM(s) for context and preparation.
  - All other personnel involved in testing must receive the Test Security Requirements section of the TAM (posted on RIDE's website).

PearsonAccess^{Next} (PAN): Overview

PearsonAccessNext (PAN) Overview

- What is PAN?
  - Online management system for computer-based (CBT) and paper-based (PBT) testing.
  - Schools can update selected accessibility features and accommodations for each student (CBT and PBT).
  - Schools use PAN to create and manage computer-based test sessions and monitor online testing activities.

- Changes to highlight:
  - New home page navigation (screenshots on the next slides).
  - Addition of test status dashboard and report (will go live at start of testing).
  - "Do Not Report/Void" test functionality limited to State level use.

- PAN User Accounts (see ricas.pearsonsupport.com/pearsonaccessnext/)
  - RIDE creates District Test Coordinator accounts.
  - District Test Coordinators create (manage, enable/restore) other District-level and School Test Coordinator accounts.
  - School Test Coordinators create (manage, enable/restore) Test Administrator and other school-level accounts.

Activity: PAN Operational (Blue) Site

(see ricas.pearsonsupport.com/pearsonaccessnext/ for guides and link to site)

1. Login to operational site: https://ricas.pearsonaccessnext.com

2. Find the following:
   - Account Profile
   - Testing Year Menu
   - Manage Users
   - Manage Students
   - Create Sessions
   - Students in Sessions
   - Operational Reports
   - Published Reports

3. Log out
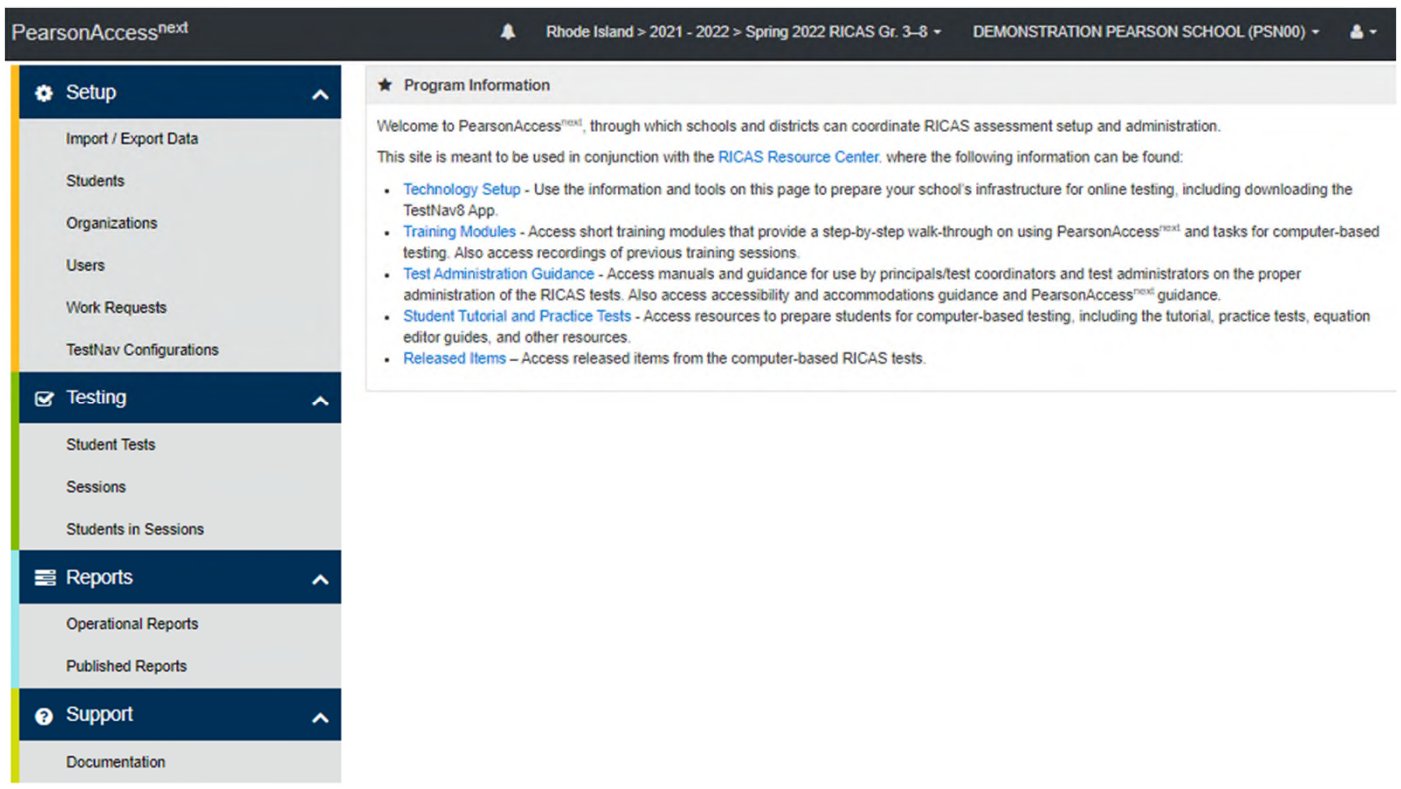
Student Participation, Registration, and the Personal Needs Profile (PNP) Process

Student Participation

- All Rhode Island public school students in grades 3-8 (including students in outplaced/out-of-state schools) are expected to take both sessions of RICAS ELA and RICAS math for their current grade level, ***unless***:
  - Student participates in the alternate assessment (DLM) per the Special Education Census and IEP or 504 plan.
  - Student has an approved medical exemption from RIDE (see RISAP TC Handbook).
  - Student is a first-year English learner, and therefore exempt from RICAS spring 2022 ELA testing if they enrolled in U.S. schools for the first time *after April 1, 2021*.
    Note: first-year ELs are *not* exempt from RICAS mathematics testing.

- Districts ***must*** ensure the following daily RIDE collections are accurate:
  - Enrollment Census (demographic information, LEP status, IEP status)
  - Special Education Census (alternate assessment indication)
  - LEP Census (first year EL status)

- Collections are the basis for ***all*** state assessment registrations, reporting, and accountability. Consequences for inaccurate data may include delays among other issues.

Student Registration (SR) Process

- RIDE uploads a file nightly to PearsonAccessNext for all participating students:
  - Begins February 4, 2022
  - Nightly feed *only adds students to PAN* or updates existing demographic information (e.g., grade level)
  - Students with "3" (alternate assessment) in Special Education Census are not included in the upload because they will take DLM.
  - Depending on when updates are made in the district's student information system, changes may not be reflected in PAN for 24-48 hours due to timing of district collections sent to RIDE

  Note: updates to the feed *do not delete* students who transfer out of a school/district or students whose alternate assessment status changes

- Students will be registered for both RICAS ELA and RICAS math in their enrolled school at their current grade level:
  - Outplaced students registered in their outplacement school – sending districts *must* ensure grade level and school assignment are up-to-date
  - Homeschool students registered in the school assigned to them in the Enrollment Census (must have a SASID and must be coded "H")
  - First-year English Learners will be registered for ELA automatically, but are not required to take the assessment - RIDE will compare final assessment data against the LEP census and remove any first-year ELs from the ELA data so their scores are not included for accountability

- We will cover FAQs regarding PAN, student registration, transfers, etc., later this section.

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Personal Needs Profile (PNP) Overview

PNP is the assignment of test supports to students through PAN in accordance with students' documented assessment so that any form-based test supports are ordered (paper) or loaded (CBT) well in advance of testing

- *Selection of paper test form:* standard, large print, Braille, Spanish (math only)

- *Assignment of special CBT form:* screen reader (TTS), human read aloud / human signer, assistive technology (including web extensions), Spanish (math only)

- *Indication of certain form-based accessibility features:* answer masking, alternative background and font color, alternate cursor/mouse pointer

Screenshot of student test settings interface in PAN

Test Format*
Online

Special Test Forms
- Text-to-Speech (A4, EL3.1 for Math, SA1.1 for ELA) ⊕ ⚠
- Large Print Test Edition (A2) ⊕
- Braille Test Edition (A3.2) ⊕

Screen Reader Edition (A3.1) ⊕ ⚠

- Compatible Assistive Technology ⊕ ⚠

See list of compatible software.

Selected Accommodations
- Human Read Aloud as a Special Access Accommodation (SA1.2) ⊕
- Human Signer (A6) ⊕
- Human Signer as a Special Access Accommodation (SA2) ⊕
- Human Scribe as a Special Access Accommodation (SA3.1) ⊕
- Speech-to-Text as a Special Access Accommodation (SA3.2) ⊕
- Graphic Organizer/Reference Sheet (A9) ⊕
- Typed Responses (A12) ⊕
- Spell-Checker as a Special Access Accommodation (SA5) ⊕
- Word Prediction as a Special Access Accommodation (SA6) ⊕
- Any Other Accommodation Not Listed Above ⊕
- Approved Bilingual Dictionary and Glossary

Accessibility Features
- Answer Masking ⊕

Alternative Background and Font Color (Color Contrast) ⊕

Not Tested and Void Test Score
- Not Tested Code
- Void Test Score Code

Not Tested Reason

Void Test Score Reason

* Required

Personal Needs Profile (PNP) Windows

- **Initial PNP Window**: February 7 – February 18
  - Assign all PBT forms to students for **both ELA and math.**
  - Paper materials *and Student ID Labels* will be sent with the initial shipments for ELA (delivered March 16) and math (delivered April 13).
  - Begin CBT accommodations and accessibility features updates.
  - Verify student registrations to ensure proper amount of manuals are shipped.
- **Extended Window**: February 19 – March 25 (ELA) / April 22 (Math)
  - Complete CBT accommodations and accessibility features updates.
  - Any PBT ordered during this window will *not* be sent with Student ID Labels.
  - PBT materials needed after the initial shipment received on March 16 must be ordered through the RICAS Service Center using the login information sent via letter in January this year.

PNP Verification – Accommodations Report

Ensure students have the correct assignments for:
- Test format (paper or online)
- Accessibility and accommodations information
- Special forms: screen reader (TTS), assistive technology (including web extensions), human read aloud / human signer, Spanish (math only)

Incorrect accommodations may result in invalidations

1. Login to PAN
2. Reports > Operational Reports
3. Check Students & Registrations
4. Select *PNP Report - Accessibility Features and Accommodations for Student Tests*

Updating the PNP in PAN

(for step-by-step instructions see the SR/PNP Guide at ricas.pearsonsupport.com/manuals/)

	File Upload through Import/Export	**Manual via Student Test Settings User Interface**
Application	Large numbers of students Initial PNP upload Many updates at once	Fewer than 10 students PNP updates (e.g., IEP changes, new students) One update at a time

Steps	1. **Export** the student registration file from PAN:
	  a) "Import/Export Data" from Setup menu
	  b) Student Registration Export
	2. **Update** the test mode, accessibility features, accommodations (*do not update demographic information*)
	3. **Import** the .CSV file into PAN:
	  a) "Import/Export Data" from Setup menu
	  b) Student Registration Import - RI
	4. **Confirm** all records imported successfully by reviewing any error messages and records in error.
		1. **Access** the student's record in PAN:
		  a) "Students" from Setup menu
		  b) Search for student (last name or SASID)
		  c) "Manage Student Tests" from 'Select Tasks' and click 'Start'
		2. **Update** student accommodations and accessibility features information as needed
		3. **Save** that record and move on to next (if multiple selected), or save and exit.

Activity: PAN Training (Brown) Site

(see ricas.pearsonsupport.com/pearsonaccessnext/ for guides and link to site)

1. Login to training site: https://trng-ricas.pearsonaccessnext.com/

2. Generate Sample Students:
   - Setup -> Students -> Select Tasks -> "Generate Sample Students" -> Start
   - Populate Fields: organization, (click 'create new group') group name (e.g., RIDE Training Gr6 Math Library), one grade level, one content area, online test format, 4 as total number of sample students

3. Click "Add Task", select "Manage Student Test Settings":
   - The interface loads for the available test settings.
   - Hover over the "i" for each to review details.
   - Click "End Task" to exit.
   - On the 'Students' screen, those students should still be selected in the student list.

4. Once PNP is open, you will be able to edit settings for students in both the operational and training sites, either manually through this interface, or via CSV file upload.
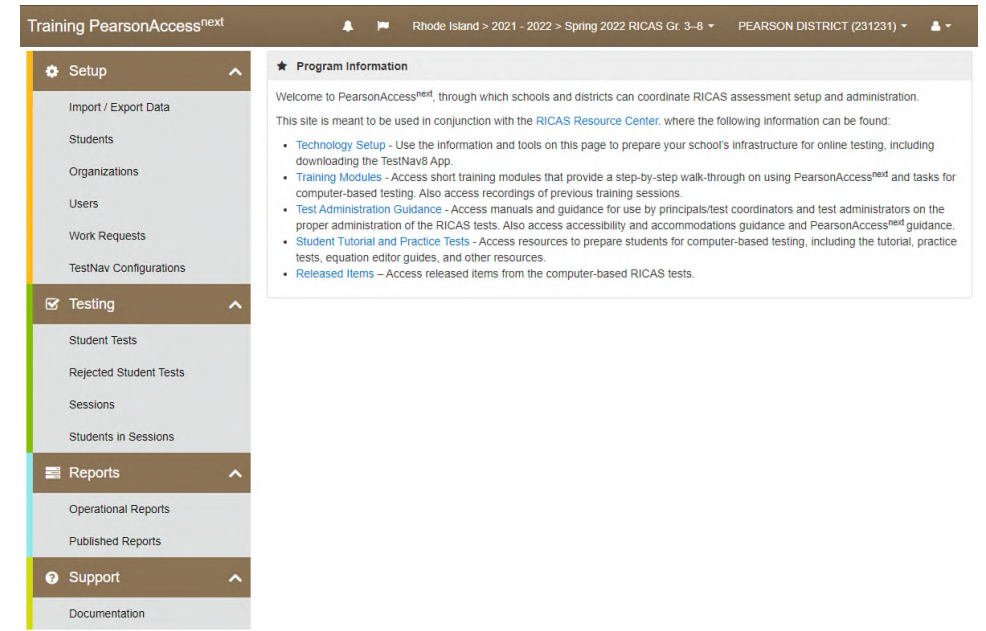
Preparing Technology

Technology Requirements for Testing

(see technology guidelines and user guides at ricas.pearsonsupport.com/technology-setup/)

- Network bandwidth that meets minimum requirements with a steady wireless signal (use the "App Check" tool in TestNav to verify)

- All battery-powered devices must be fully charged prior to testing, or else plugged in during testing to minimize disruptions to student testing (testing irregularities)

- *Prior* to starting testing ensure all assistive technology devices work with TestNav or have an alternate setup (see the Assistive Technology Guide)

Test Coordinators	Test Administrators	Students
• Computer with internet to prepare, start, unlock, monitor, and end/lock test sessions	• Computer with internet to monitor testing sessions • Cell phone in case need to contact test coordinator due to testing irregularity	• Computer or device for testing that meets the technical requirements for TestNav • Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features as required by a student's IEP or 504 plan • If using tablets, recommend external keyboards

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Infrastructure Trial

- Infrastructure Trial is highly recommended:
  - Make sure all student testing devices are set up correctly
  - Students practice taking online tests*
  - All staff gain experience managing and monitoring CBT*
  - If uncertain about needing ProctorCache, this helps determine bandwidth needed for testing (see TCM for ProctorCache info).

- Best practices:
  - Include everyone who will participate in CBT (TCs, TAs, students)**
  - Plan for largest number of students who will be concurrently testing to "stress test" network
  - Technology coordinators can understand bandwidth needed

- Modules support the Infrastructure Trial:
  - IT module for Technology Coordinators
  - IT for Test Coordinators and Test Administrators
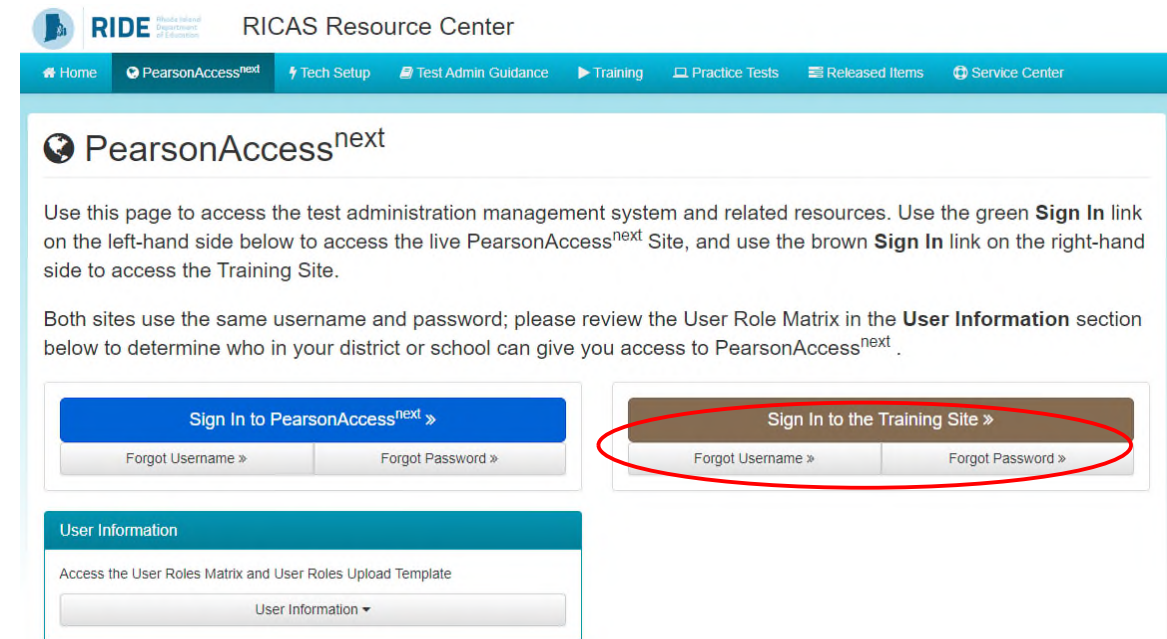
*NOTE: The practice tests are the *only* place where Test Administrators can provide direct instruction on using the computer-based functionality, as they cannot coach students during live testing.

**Pearson recommends that sample students are created for the IT. RIDE will not load SR/PNP file to the training site.

TestNav

- App students use to take RICAS
- Review hardware and software requirements
  - Ensure all testing devices are compatible
  - Reach out to Service Center with questions
- Download updated version from RICAS Resource Center
  - Install app on all student devices
  - Prior years' versions *will not work*
- Use practice test (infrastructure trial) to confirm whether students' assistive technology is compliant with TestNav (see best practices guide)

Session Creation in PAN

- A "PAN Session" is a group of students with the same grade and subject who will be testing at the same time
  - *Different than test sessions* (i.e., 'Session 1' or 'Session 2')
  - Note: some accommodations (e.g., human reader/signer), cannot be assigned to a 'main' (e.g., Grade 4 ELA) PAN Session

	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
☐	ADAMS G5 MATH RM 102 ⓘ	● In Progress	2021-02-10	Grade 5 Math	3	2021-02-10 11:52 PM	PEARSON SCHOOL 12
☐	ELA03 ⓘ	● In Progress	2021-02-10	Grade 3 ELA	9	2021-02-10 10:03 PM	PEARSON SCHOOL 12
☐	ELA03 HR ⓘ	● In Progress	2021-02-10	Grade 3 ELA	5	2021-02-10 10:19 PM	PEARSON SCHOOL 12
☐	ELA03 HS ⓘ	● In Progress	2021-02-10	Grade 3 ELA	1	2021-02-11 01:09 AM	PEARSON SCHOOL 12
☐	ELA03 V2 ⓘ	● In Progress	2021-02-10	Grade 3 ELA	3	2021-02-11 12:52 AM	PEARSON SCHOOL 12
☐	ELA04 ⓘ	● In Progress	2021-02-10	Grade 4 ELA	10	2021-02-10 11:31 PM	PEARSON SCHOOL 12
☐	ELA04 HR ⓘ	● In Progress	2021-02-10	Grade 4 ELA	5	2021-02-10 11:26	PEARSON SCHOOL 12

- PAN Sessions must be created prior to testing so students' tests can be prepared, loaded, and assigned before testing begins
  1. Option 1: Bulk PAN Session creation through file upload using the same process as PNP import
     - Note: bulk upload creation is *only possible once*, and then all PAN Session updates must be made via the user interface
  2. Option 2: Individual PAN Session creation through PAN user interface (only recommended when creating 4 or fewer PAN Sessions)
- Learn more through the "Create Sessions" module at ricas.pearsonsupport.com/training/

PAN Session Creation Recommendations

- Create PAN Sessions closer to testing to reduce edits for students who enter/leave the school.

- Create separate sessions based on student groupings (e.g., 1:1 administration, small group, classroom).

- Use naming conventions to help test administrators find their PAN Sessions to monitor (e.g., G7 ELA Rm402, G3 Math Smith, G5 Math Library SpHumanReader).

- *For first-year English Learners who will not be taking the ELA test*, you may create a PAN Session, assign them to it, and then not prepare or start the PAN Session.

- Check your sessions using the Session List and Session Roster reports in PAN:
  - Reports > Operational Reports > Online Testing > Session List and Session Roster

- Share the final PAN Session rosters with test administrators:
  - Special test assignments such as TTS are listed next to student names.
  - Icons on student testing tickets will indicate certain accommodations (e.g., text-to-speech).

Test Administration	Spring 2018 RICAS Gr. 3–8	Precaching Computer
Session Status	Not Prepared	Scheduled Start Date
Session Name	BUCCI-HOARD MATH GRADE 8 GATORS	Scheduled Start Time
Organization	WOONSOCKET MIDDLE SCHOOL AT HAMLET (39131)	Actual Start Date
Test	Grade 8 Math	Actual Start Time
Proctor Reads Aloud	No	Lab Location
Form Group Type	Standard	
Password	AE2B8E	

7 Results

Student Name	Student Code	Date of Birth	Status	Form/Form G
___, ___	1___	2003-02-22	Battery	
___ (TTS)	1___	2003-06-11	Battery	
___	1___	2003-02-14	Battery	
CARRASCO, JENNIFER E (TTS)	1___	2004-02-09	Battery	
___, ___	1___	2004-06-30	Battery	
___ (TTS)	1___	2003-10-14	Battery	
___ (Calc)	1000000760	2004-08-23	Battery	

Test Security

Test Security: General Information and Policies

- A test irregularity is any action that results in non-standard test administration, including:
  - Improper administration, access to prohibited materials, incorrect accommodation, etc.
  - Certain kinds of testing interruptions (e.g., technology issue, student going home sick during testing).
  - Security breaches of any kind.
- Test irregularities may result in invalidating scores.
- Test security policies and requirements are clearly outlined in the RICAS TCM and both TAMs.

Testing irregularities and the reporting process are covered in more detail in the RISAP Overview Test Coordinator Training posted at www.ride.ri.gov/assessment-training.

Test Security: Secure vs. Not Secure Materials

(for more details, review the RICAS TCM and the RISAP General State Policies Overview presentation)

Secure Materials	Not Secure Materials
Contain sensitive content (e.g., test items, student work/responses, student information, login information)	Available publicly or do not contain sensitive content
• CBT: Student testing tickets, proctor testing tickets, all on-screen content • PBT: Test & answer booklets • Any used scratch paper, reference sheets, accommodations (e.g., graphic organizers), etc., with student writing or student work. • Student rosters and other reports/lists	• Manuals, guides • Blank scratch paper • Reference sheets with no student writing • PBT rulers
• Stored in a secure, locked central location whenever not in use for testing, and otherwise never left unattended • Must be tracked using internal tracking forms and independent counts of testing materials (see RICAS TCM for sample tracking form) • Must be shipped back (test & answer booklets only) or else securely destroyed (shredded) after testing (see RICAS TCM)	• May be stored where convenient • Do not need to be tracked • May be recycled after testing

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Test Security: Paper Materials

(see the RICAS TCM and TAMs for details)

- *Upon receipt of paper-based testing materials*, inventory and store them in a secure central location.
  - **ELA** PBT materials (including TAMs) initial shipment delivered by: **March 16**
  - **Math** PBT materials (no TAMs unless ordered) initial shipment delivered by: **April 13**

- *Paper accommodations set in PAN after the initial PNP window closes:*
  - Must be separately submitted as a paper materials order through the RICAS Service Center *after* the initial ELA shipment is received (system will not open until then)
  - Require the school login sent via letter to principals in late January (superintendents also received a copy), and the ship code as indicated here.

- *Up to two days prior to testing:* print, inventory, and store student testing tickets in a secure central location.

MATERIAL SUMMARY

Ship To:

MP Ship Code:	000000000906679		**Date Packed:** 03/12/20
Contract: 104200	**Contract Name:** Rhode Island Comprehensive Assessment System		**Administration:** 2019–2020
County Code:	**County Name:**	**SU Code:**	**Superintendent Unit Name:**
District Code: 01	**District Name:** Barrington		
School Code: 01103	**School Name:** Primrose Hill School	**Grade:** 00	**Enrollment:** 1

Total Boxes Shipped: 1

Box Label: 000000913940001				
Content	**Unit**	**Qty Shipped**	**Qty Received**	**Qty Returned**
Grade 5 Mathematics Test & Answer Booklet	EA	1		
Grade 5 ELA Test & Answer Booklet	EA	1		
Void Envelope	EA	1		
Student Label Envelope	EA	1		
UPS Return Service Label	EA	1		
Special Handling Envelope	EA	1		
PBT Test Administrator's Manual, Spring 2020	EA	1		
Material Summary Form	EA	1		

MP Ship Code: **Page:** 1 of 1

000000000906679

You will need the MP ship code found on this form when ordering additional materials

Test Security: Required / Permitted / Prohibited Materials

(see the RICAS TCM and TAMs for detailed list)

- Ensure test administrators are clear on *when* students may use or access *which* materials during and after testing.

- **New this year:** grade-specific reference sheets for materials, organized by CBT/PBT content area and session, at www.ride.ri.gov/assessment-manuals

- Prepare materials
  - Ensure sufficient blank scratch paper and other tools for students.
  - Collect and/or assign supports and materials needed for students' accommodations.
  - Be clear about…
    - which materials *are* accommodations (e.g., *Supplemental* Mathematics Reference Sheet by grade for grades 3-8), and
    - which are *not* (e.g., *Standard* Mathematics Reference Sheet by grade for grades 5-8 RICAS math only).
  - Print room signage (see Appendix A of RICAS TCM).

Students and Families

Students and Families

- Communication of expectations to students and families, emphasize purpose of RICAS as tool to assess overall learning:
  - Share RICAS flyer (posted at www.ride.ri.gov/Families).
  - Encourage families and students to try out the practice tests or released items.
  - Emphasize how the district/school uses RICAS results to provide a better education and improve teaching and learning.
- Work with students and families to help them prepare for and be as comfortable as possible during testing:
  - Provide opportunities for students' interaction with items and test platform via the student tutorial and practice tests (ricas.pearsonsupport.com/student/).
  - Ensure students are familiar with using the accommodations needed, especially assistive technology.
  - Review the Technology Skills checklist (posted at www.ride.ri.gov/ricas).
  - Encourage students and families to be involved in their education (see RIDE's Resources for Families page).

TestNav Student Tutorial

- https://ricas.pearsonsupport.com
- Recommended that all students view the student tutorial – especially those who haven't done CBT before.
- Purpose:
  - Learn how to use different onscreen tools and accessibility features
  - How to navigate through the test
  - How to review responses before submitting a test
- Considerations:
  - 20-30 minutes to complete
  - No audio component (educators familiarize before viewing with students)

⌨ Student Tutorial & Practice Tests

Access resources for educators to prepare students for testing: the student tutorial for CBT and practice tests for CBT and PBT. Rhode Island is administering the MCAS assessments and referring to them as RICAS. Selected resources may be linked to the MCAS website and contain the MCAS branding for the 2017-2018 school year.

Wait! Before you start, check that your computer, laptop, or tablet will work. The RICAS assessments work with many devices and browsers, but not all. **Find out the technology guidelines here.**

TestNav 8 Student Tutorial

This tutorial should be used to familiarize students with how to navigate the TestNav 8 computer-based environment (advancing, going back, tool bar, embedded supports and accommodations).

TestNav 8 Tutorial

Practice Tests

Access CBT and PBT practice tests, as well as standard reference sheets for Mathematics, and approved ELA graphic organizers and reference sheets for students with disabilities.

English Language Arts Practice Tests

View English Language Arts Practice Tests

Mathematics Practice Tests

View Mathematics Practice Tests

Equation Editor

These quick reference guides will help familiarize students with how to use the Equation Editor Tool.

Equation Editor Guide ▾

Mathematics Gridded Response Guidelines

These quick reference guides will help familiarize students with how to mark their responses using grids for Mathematics paper-based testing for grades 3-8.

Gridded Response Guidelines ▾

Text-to-Speech Guide

This quick reference guide will help familiarize students with the use of the Text-to-Speech accommodation.

Text-to-Speech Guide »

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RICAS Practice Tests

- Script and guidance found in the TAMs.
- RICAS Resource Center
  - Easily shared
  - No need to download TestNav
  - Students receive scores
- TestNav application
  - Easily shared
  - Experience with app
  - Students receive scores
- PAN Training Site (Infrastructure Trial)
  - School community practice
  - No student scores

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Gridded Response Guidelines ▾

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Text-to-Speech Guide »

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Activity: Reflections from Spring 2021

www.ride.ri.gov/TCTrainingRICASReflection

Returning Test Coordinators - Share-out via Jamboard your reflections from Spring 2021 administration:

- What preparations were useful?
- Scheduling and make-ups tips?
- Room assignment/set-up/monitoring best practices?
- Communications with educators?
- Family involvement/communication efforts that supported engagement and participation?
- Technology preparation and use?

New Test Coordinators - Share-out via Jamboard reacting to the lessons learned that were shared by returning test coordinators:

- What is helpful that you might apply as you prepare for Spring 2022?
- What is something you perhaps had not yet considered?
- What are some questions you have for returning test coordinators?
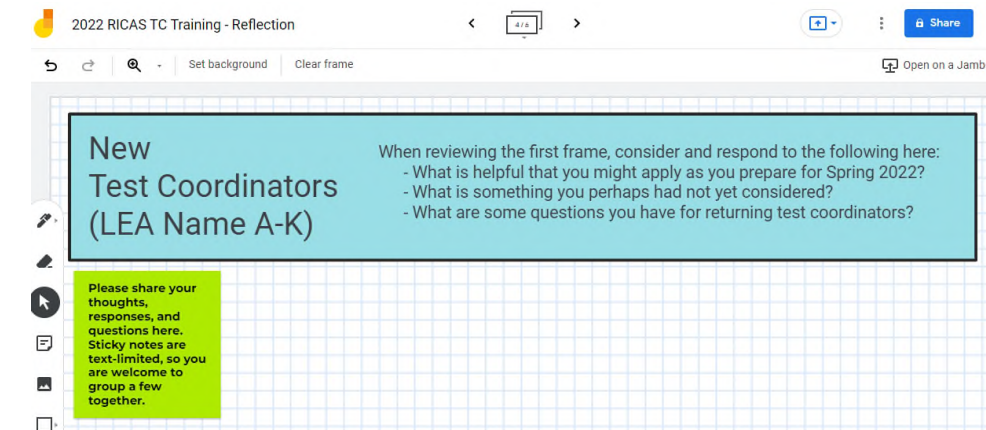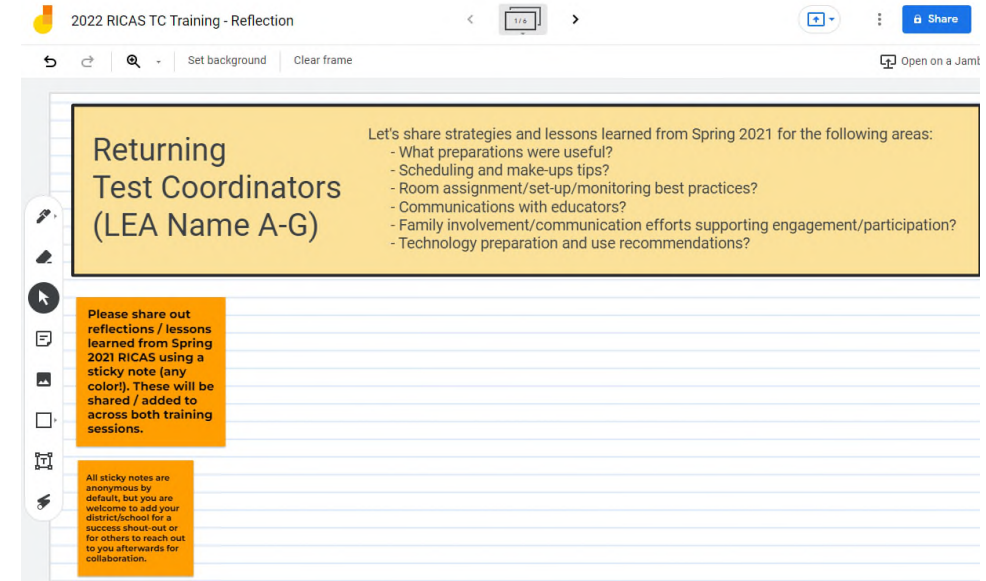
During Testing:

How to Administer RICAS Assessments

General Tasks During Testing

- Monitor test administration, test security, and investigate and report testing irregularities:
  - Paper-based testing procedures outlined in RICAS TCM, Appendix C.
  - Testing irregularities procedures, see RICAS TCM and RISAP TC Handbook.
- Track secure testing materials, collect immediately after testing each day, and store securely whenever not in use for testing.
- Maintain list of students who require make-ups and schedule their make-up sessions accordingly.
- Be available to test administrators and proctors.
- Check and update student information (SIS) and accommodations (PAN), if needed.
- If your school is selected for a monitoring visit, follow the appropriate procedure as noted in the RISAP TC Handbook (www.ride.ri.gov/TC).

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Test Security and Testing Irregularities

Test Security During Testing

- Track secure materials (testing tickets, test & answer booklets, used scratch paper) using the form in the TCM (pictured).

- Ensure all test administrators and proctors are actively monitoring while students are testing.

- Constant supervision of students while they have access to secure materials:
  - Students must never be left unattended while testing *or* while transitioning to a test completion room with their device.
  - Test administrators must be present at all times during testing; proctors cannot be left with students.

- No communication about test content with students, among educators, or with families.

Testing Irregularities

- Some testing interruptions are testing irregularities and need to be reported:
  - Technology issues that cause a delay of more than 15 minutes in testing.
  - Student becoming sick and/or leaving testing due to emergency.
- The following irregularities may result in invalidations (student scores and/or accountability):
  - Cell phone possession or use by students during testing (including listening to music after test completion).
  - Accommodations incorrectly given to student, or IEP/504 plan accommodations not given at all.
  - Lost or mislabeled student test booklets, testing tickets, or other secure materials.
  - Coaching, erasing, altering, or interfering with students' tests in any way.
  - Access to secure test materials or content by unauthorized persons prior to, during, or after testing.
- If any test irregularity occurs:
  - Correct and contain the incident at the district/school level.
  - District Test Coordinator must notify RIDE immediately.
  - See the RISAP Test Coordinator Handbook for details about testing irregularity reporting and a form to use for your report.

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During Testing FAQs – Testing Interruptions

- **What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?**
  - Do not switch the student to another device unless told to do so by the RICAS Service Center.
  - If you have contacted the RICAS Service Center and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.
- **What do I do if many students are affected by a power/internet outage?**
  - Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAMs include specific instructions for test administrators to follow if an interruption occurs.
  - When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.
- **How do I know if there is a system-wide outage during testing (e.g., RICAS testing servers go down)? How is that handled?**
  - In the rare occurrence that TestNav or PearsonAccessNext experiences an outage, the RICAS Service Center will email a notification to district and school test coordinators, and technology coordinators.
  - The RICAS System Status page at ri-testnav.statushub.io will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.

During Testing FAQs – Testing Interruptions
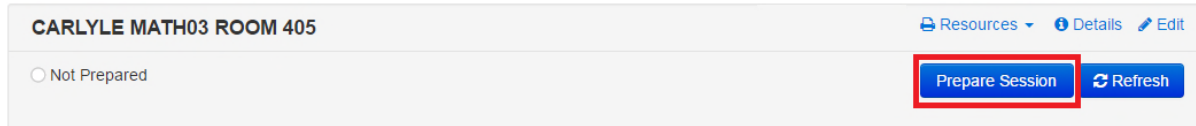
- **What do I do if there is a school emergency and students must leave the building?**
  - Safety comes first. If it can be done safely, have students log out of TestNav (CBT) or close test & answer booklets (PBT) before leaving the testing area.
- **If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?**
  - The student should log out (CBT) or close their test & answer booklet with a piece of blank scrap paper marking their place (PBT, ideally indicating the item number) and the test administrator collect the student's testing materials.
  - The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school, and will only be allowed to work on test items that the student has not viewed or answered.

Managing PAN Sessions

PAN: Preparing, Starting, and Stopping PAN Sessions

Review the "Sessions Management" module at http://ricas.pearsonsupport.com/training

- **At least one day prior to testing (available March 24): "Prepare" the PAN Sessions** in order to assign test forms to students according to their PNP:

> **Before Preparing PAN Sessions**
> test coordinators *must* ensure all students' accommodations and accessibility features are correctly assigned – incorrect test forms may result in score invalidations
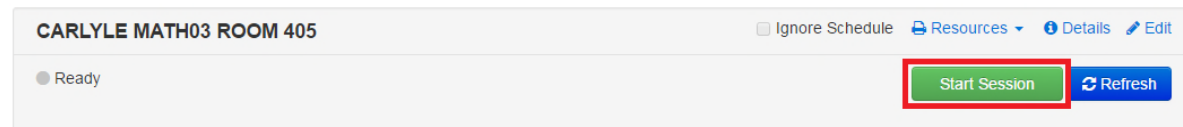
- - *Do not* do this on the day of testing – it may take several minutes for the system to assign the forms to students.
  - Any special forms such as text-to-speech (TTS) will be displayed next to the student's SASID.

- **On testing day: "Start" the PAN Sessions** so that tests may be unlocked.
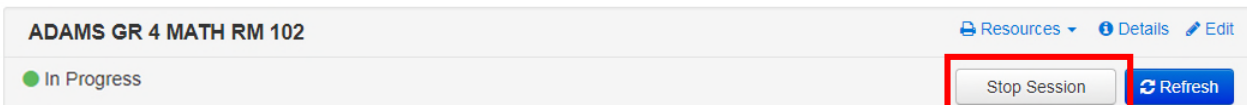
- **At the end of school testing window: "Stop" the PAN Sessions.**

PAN: Unlocking / Locking Student Tests

Review the "Sessions Management" module at http://ricas.pearsonsupport.com/training

- **Note:**
  - PAN Sessions must be both prepared and started before any student tests can be unlocked.
  - Student tests should *only* be unlocked while the school is actively testing that grade(s) and content area.

- **Just before testing on testing day: "Unlock" the test** for the students who will be participating so that students can login to TestNav.

- **At the end of each testing day: "Lock" all students' tests** to keep tests secure between testing sessions.

PAN – Moving Students Between PAN Sessions

Review the "Moving Students Between Sessions" module at <http://ricas.pearsonsupport.com/training/>

- **If you need to move a student to a new PAN Session *prior* to the student beginning testing:**
  - Reasons include: correcting an accommodation *before* a student logs in to TestNav, moving the student (no completed sessions) to a make-up session or a different test administrator / location.
  - The test form assigned to the PAN Session (e.g., Human Reader, Human Signer) *must* match the test form (accommodation, PNP setting) assigned to the student.
  - Please note, you cannot move a student if:
    - that student's status in either session is "Active", "Complete", or "Marked Complete"; *or*
    - the PAN Session has been stopped.
  - Students with the same status (e.g., both "Ready" or both "Completed"/"Marked Complete") for Sessions 1 and 2 can be moved.

- **If a student has already taken one session**, the student *cannot* be removed from that PAN Session without changing the untested session status to "Marked Complete". This is considered a testing irregularity as it requires RIDE to void that student's test so a new test can be created.
  - *Note: This is similar to scenarios relating to incorrect accommodations (next slide).*
  - Test coordinators would need to contact RIDE and submit a testing irregularity report detailing all steps taken.
  - RIDE will "Mark Complete" the second session, void the test record, and assign a new test to the student.
  - Test coordinators must then update the student's PNP before adding the student to a PAN Session.
  - Before the student tests, test coordinators must "Mark Complete" the session the student already took so they do not retake it.

PAN – Resolving Incorrect Accommodations

NEW PROCESS FOR SPRING 2022

- **If a student has already logged in to TestNav and has an incorrect accommodation** (e.g., TTS, human reader, human signer, web extensions, assistive technology, Spanish for math) that needs to be updated, test coordinators must contact RIDE.

  - The test administrator should direct the student to stop testing and sign out of TestNav.
  - RIDE will void that test (both test sessions) and assign a new test to the student.
  - Test coordinators then must update the student's PNP accordingly, then assign the student to a proper PAN Session (ensuring the PAN Session's test setting matches the student's accommodation) for the student to retake that session.
  - Test coordinators are required to complete a *detailed* test irregularity report. The student's score may be invalidated for accountability.

Test coordinators are no longer able to "void" tests in PAN.

RIDE does not use the Not Tested Codes. Medical absences are *only* submitted via the exemption process described at www.ride.ri.gov/Assessment-Exemptions

PAN FAQs – New Student, Unlocking Tests

- **If a student transfers into your school after you 'stopped' all PAN Sessions for a content area** and the student has not yet taken RICAS in that content area:
  - You will need to set up, prepare, and start a new PAN Session for that student.
- **If you will be testing students within a PAN Session before/after the other students in that PAN Session** (e.g., a small number missed testing on the test day when the others completed Session 1 or Session 2):
  - *Only* unlock that particular Session 1 or Session 2 for those students' individual tests.

PAN FAQs – Student Enrollment

- What do I do if a student *leaves* my school/district during the state testing window?
  - **If the student has not yet been assigned to PAN Sessions:** nothing, though you may create create a "transfer" PAN Session that will not be started and add the student to that so they are not added to an active PAN Session.
  - **If the student has been added to PAN Sessions but has not yet tested for a content area:** remove them from the session, and either leave as-is or place them in that "transfer" session.
  - **If a student has taken one test session of a content area:** mark the student's test complete for the session not submitted; RIDE will do the rest in our data clean-up.
  - **If a student has taken both test sessions:** nothing; RIDE will handle it in our data clean-up process.

- What do I do if a student *enters* my school/district during the state testing window?
  - Reach out to the student's prior district (if from a district within RI) to determine if the student has tested for each content area:
    - If the student has tested **both sessions in a content area**, you are all set. Do not test the student in that content area.
    - If the student has **only taken one session in a content area**, assign that student to their own session, mark the session already taken as 'complete', and test the student in the untested session. RIDE will merge the two tests during our data clean-up process.
    - If the student has **not taken any sessions in a content area**, test the student in that content area.

Monitoring Testing through PAN

PAN: Monitoring Students in Sessions

Review the "Sessions Management" module at http://ricas.pearsonsupport.com/training

- Once testing begins, test coordinators and test administrators may review student progress through the PAN Session dashboard for each content area session.
- Click 'Refresh' to update the dashboard.
- Clicking on a student's status (e.g., Completed, Active) for that session will show a table indicating the items a student has viewed/answered and timestamps.
- For more information, visit the PAN User Guide for this topic.

PAN – Monitoring Testing via Operational Reports
Reports > Operational Reports > Students & Registrations > PNP Report

- Ensure students have the correct:
  - Test format (paper or online) assigned
  - Accessibility and accommodations information assigned
  - (Double check) accommodations requiring special forms: TTS, Assistive Technology, Screen Reader, Human Read Aloud/Human Signer, Spanish

PAN – Monitoring Testing via Testing Dashboard

- **New for Spring 2022!** Dynamic dashboard visualizations for testing status:
  - Student Test Status by Subject
  - Session Status
  - Test Status - Online
- Dashboard has filters to select statuses/groups for focus.
- Set several different chart types (e.g., stacked bar chart, speedometer, donut chart) according to test coordinator's preference.
- *Will go live when testing begins in March*

screenshot for demonstration only

Support During Testing

For Support During Testing, Contact…

LEA/District Test Coordinator	RICAS Service Center	RIDE Assessment Office
• Testing schedule • Questions about local testing policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities	• Navigating PAN • TestNav 8 • Setting up test sessions • Managing student data • Managing user IDs and passwords • Infrastructure trial • Setting up proctor caching • Submitting additional materials orders	• Accommodations questions • General testing policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities • Anytime a test may need to be voided

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Quick Guide for RICAS Service Center Calls

Topic	Information to Provide
Performance issue within PAN	Type of device being used Operating system Browser Description of the issue Troubleshooting steps already taken
Issue while live testing	School name Session name Using proctor cache or not Student information (if only affecting specific students) Description of the issue
User account issues	Username Did they request a password request
Issues with TestNav	School name Session name Type of device being used Operating system Description of the issue and troubleshooting steps taken

Please note that if a student is not found in PAN, there may be a few reasons for this:
- Students logged in PAN are loaded from eRIDE and the enrollment census – check your SIS and/or with your data manager.
- It may take a couple days for a student who was added to the eRIDE census to be visible in PAN.
- If you still do not see the student, please reach out to the help desk and have ready the student name, student ID (SASID), grade level, and school.

After Testing:

How to Close Out RICAS Assessments

PAN Tasks – Operational Reports

Reports > Operational Reports

- Students & Registrations:
  - Students with Online Test but not assigned to Session
  - Students with Multiple Tests
  - Student Tests that have been Assigned but have not yet Completed
  - Not Tested Student Tests
  - Do Not Report Tests

- Online Testing:
  - Online Student Tests Marked Complete
  - Student Tests that are Ready and Unlocked

- Note when viewing reports:
  - Some reports allow you to display or download them.
  - Some reports only create a downloadable file.
  - For downloadable reports, you can Refresh the report or create a new one.

PAN Tasks – Managing Student Tests

(see the RICAS TCM p.50)

Before test coordinators can 'Stop' a PAN Session, make sure all student tests in the session are in 'Complete' or 'Marked Complete' status. Here's what to do for those that are not:

Scenario	Test Session Status	What To Do
Student who did not test in a content area	'Ready' status for both Session 1 and Session 2	Remove student from the PAN Session *OR* 'Mark Complete' the student for both test sessions and add a note as a reason if your school tracks that
Student who partially tested	'Ready' status for *either* Session 1 *or* Session 2	'Mark Complete' the non-tested session
Student who did not finish one or both test sessions (did not answer all items, did not 'submit')	'Exited', 'Resumed', or 'Resumed Upload' status for Session 1 *and/or* Session 2	'Mark Complete' those students' sessions through the 'Students in Sessions' interface, and the 'Mark Student Tests Complete' task
Students who completed testing but did not submit their test session(s)		

Materials Handling

- Destroy/shred secure student testing tickets, proctor testing tickets, and anything with student writing (used scratch paper, reference sheets).

- Transcription of paper tests (if needed).

- Schedule materials pick-up for any paper-based tests (see RICAS TCM, Appendix C).

- Recycle unused non-secure test materials.

Close-Out

- Ensure all sessions are stopped and locked in PAN.
- After the state testing window closes, notify Technology Coordinator that all testing is done:
  - Purge cached test content
  - Uninstall TestNav from student devices
- Review enrollment for accuracy.
- Principal completes the Principal Certification of Proper Administration (PCPA) through RICAS Service Center by **May 31.**
- Keep all records (training sign-in sheets, affirmations of test security, PCPA, etc.) on file at the school for 3 years.

RIDE Rhode Island Department of Education

Questions?

RIDE Assessment Team

State policies, accommodations questions, reporting of testing irregularities

General Inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Kamlyn Keith (Assessment Specialist)	RICAS policies, testing irregularities	Kamlyn.Keith@ride.ri.gov	401-222-8413
Heather Heineke (Assessment Specialist)	RICAS accommodations questions	Heather.Heineke@ride.ri.gov	401-222-8493
Phyllis Lynch, PhD (Director: Office of Instruction, Assessment, and Curriculum)	RICAS policies, testing irregularities	Phyllis.Lynch@ride.ri.gov	401-222-4693

Make sure you're on RIDE's Test Coordinator Listserv: archive and directions at www.ride.ri.gov/TC

RIDE Rhode Island Department of Education

RICAS Service Center

Support for technical issues, PAN issues (login, etc.), questions about PAN and TestNav:

- **Hours**: 7:00 am-5:00 pm, Monday-Friday
- **Telephone**: 855-222-8936
- **Email**: ricasservicecenter@cognia.org
- **Fax**: 603-749-5108

Thank you!